



**MEMORANDUM OF AGREEMENT
BETWEEN
NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES
AND
AREA AGENCIES ON AGING**

AoA-funded: North Carolina Chronic Disease Self-Management Program - *Living Healthy*

This Memorandum of Agreement (MOA) is entered by and between the North Carolina Division of Aging and Adult Services (hereinafter referred to as “DAAS”), and the Area Agency on Aging denoted on the signatory page (hereinafter referred to as “AAA”) for the purpose of clearly defining partner roles and responsibilities in the current implementation of North Carolina’s evidence-based health promotion project funded by the U.S. Administration on Aging (AoA). This project involves the implementation of the Chronic Disease Self-Management Program (hereinafter referred to as “*Living Healthy*”) in seven AAA regions throughout the state. This MOA is subject to the provisions of all applicable Federal and State laws, regulations, policies, and standards.

DAAS is the fiduciary project manager and co-programmatic project manager in collaboration with the Division of Public Health (DPH) for the *Living Healthy* project. DAAS employs the *Living Healthy* Statewide Project Coordinator and in this position will act as the liaison with the Regional Project Coordinators throughout the state. The AAA agrees to designate a staff member to participate as a Regional Coordinator for their designated counties for this initiative.

Project Description for the North Carolina Chronic Disease Self-Management Program - *Living Healthy*

The North Carolina Division of Aging and Adult Services (DAAS) and the Division of Public Health (DPH) have fully committed to mobilizing a statewide campaign to implement and sustain the Chronic Disease Self-Management Program - *Living Healthy*, developed by researchers at Stanford University. The ultimate goal of implementing *Living Healthy* in North Carolina is to reduce the risk and occurrence of disease and disability among the rapidly increasing number of adults 60 and older across the state. All partners have agreed to work together and leverage each others resources, knowledge, and networks in order to reach a greater number of older adults, particularly those hard-to-reach populations with multiple chronic conditions.

This Agreement between DAAS and the AAA to the implementation of the *Living Healthy*, which is funded under a grant from the US Administration on Aging (AoA). The grant, “Empowering Older People to Take More Control of their Health,” will allow DAAS and the DPH to implement *Living Healthy* in three geographic areas across the state. The three geographic areas include seven of the Council of Government regions (i.e. Regions A, B, F, I, J, L, and P). The overall goal of the project is to help people 60 years of age and older take control of their health and existing chronic health conditions, in order to reduce disease and health disparities across the state. The AAA has identified a staff member as a Regional Coordinator for *Living Healthy*.

The AAA will receive the following from DAAS as a part of this Agreement:

- No less than \$2,000/project year in support of staff time spent on *Living Healthy*.
- Monitoring of fiscal activity related to *Living Healthy*.
- Regular support and technical assistance from the NC Statewide *Living Healthy* Project Coordinator, including:
 - Regular Conference Calls (bi-monthly, transitioning to quarterly mid-PY2).
 - In-person Meetings (to be coordinated with the quarterly Aging Program Specialist Meetings)
 - In-person site visits (at least bi-annually; more frequently, if necessary)
 - Brainstorming/Problem Solving Calls (on an individual, as-needed basis)

- Timely email Correspondence (as needed)
- A website and/or a mailing list (i.e. listserv) to facilitate interaction with the State Project Coordinator and the other Regional Coordinators
- Templates for marketing materials (e.g. press releases, flyers, brochures, panel cards)
- Templates for additional helpful documents as deemed necessary by Regional Coordinator(s) and/or State Project Coordinator (e.g. MOAs for Master Trainers and Lay Leaders, tracking forms)
- Budget technical assistance
- Assistance in coordination of purchasing books/CDs
- Assistance in gathering evaluation materials
- Development and distribution of reports produced as a result of data analysis performed on collected data from the Regional Coordinator.
- Connections to national initiative via shared information and contacts (when appropriate).
- Facilitate open and timely communication.

DAAS will receive the following from the AAA as a part of this Agreement:

The Regional Coordinator identified by the AAA is responsible for working closely with the State Project Coordinator and fellow Regional Coordinators to help ensure the successful roll-out of *Living Healthy*. As such, the Regional Coordinator is responsible for:

- Providing oversight for *Living Healthy* in her/his region. Including:
 - Exploring, developing, and nurturing partnerships with other for-profit, non-profit, and public agencies in the Region to further the advancement of *Living Healthy*.
 - Identifying and recruiting people who are interested in becoming *Living Healthy* Master Trainers.
 - Identifying and recruiting people who are interested in becoming *Living Healthy* Lay Leaders.
 - Working with Master Trainers and Lay Leaders to help them identify people and recruit people who would make good Lay Leaders and/or Master Trainers.
 - Working with Master Trainers and Lay Leaders to identify and secure sites where *Living Healthy* workshops and Lay Leader trainings can be held.
 - Working with Master Trainers and Lay Leaders to arrange dates and times for *Living Healthy* workshops and Lay Leader trainings to be held.
 - Working with the sites that have been secured for the workshops/trainings to determine how registration will take place.
 - Provide oversight for the registration process and ensure access to registration materials if the registration will take place at the site.
 - If the site does not want to be responsible for registering *Living Healthy* participants, determine how and where the registration will take place.
 - Developing and implementing an active marketing strategy for *Living Healthy*, including the development and distribution of marketing materials to promote the *Living Healthy* workshops and Lay Leader trainings.
 - Purchasing necessary materials for the *Living Healthy* workshops and Lay Leader trainings.
 - Distributing these materials to the people who are leading the workshops/trainings, or arranging for the materials to be stored at the location where the workshops/trainings will be taking place (for the duration of the 6-week workshop). If the materials will be stored at the site, determine the process for gathering remaining materials at the end of the 6th session.
 - Collect all evaluation materials from Master Trainers (conducting Lay Leader trainings or workshops) and Lay Leaders (conducting workshops).
 - Send evaluation materials to State Project Coordinator.
- Tracking expenditures as they relate to the implementation of the *Living Healthy*, and proposing budget revisions to the State Project Coordinator when necessary.

- State Coordinator will collect semi-annual financial reports from AAA in order to monitor fiscal activity related to *Living Healthy*.
- Actively participating in meetings and conference calls arranged for the Regional Coordinators.
- Sharing lessons learned with fellow Regional coordinators (via direct correspondence/conversation or during meetings and conference calls).
- Working with the State Project Coordinator and the NC Project Advisory Board to establish a plan for program sustainability beyond the AoA grant funding.

The AAA agrees to:

- Charge no more than a nominal fee to offset the cost of materials (not to exceed \$12 for a book and \$7 for a CD).
- Put forth additional, concentrated effort to recruit hard-to-reach, rural, and minority older adults to the CDSMP.

The parties agree that the AAA shall at all times be an independent contractor in performing services pursuant to this Agreement, and that the relationship between the parties shall not constitute a partnership or a joint venture. DAAS may make reasonable requests to/of the regional coordinator to ensure that services are provided as required by this Agreement, but it shall not have or exercise supervision or control of the regional coordinator.

DAAS and the AAA Director will meet on an annual basis to review the Agreement and associated achievements, issues, and plans.

This MOA shall begin on April 11, 2008 and terminate on June 30, 2010.

NC Division of Aging and Adult Services

Signature: _____
Director or Designee

Date: _____

Print Name of the Area Agency on Aging

Signature: _____
LRO Director

Date: _____

Signature: _____
AAA Director